

## Curriculum Planning Policy

| Date         | Review Date  | Coordinator | Nominated Governor |
|--------------|--------------|-------------|--------------------|
| October 2018 | October 2019 | Head / SLT  | Chair              |

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Act 1996
- Education Act 1997
- Standards and Framework Act 1998
- Education (National Curriculum) (Temporary Exceptions for Individual Pupils) (England) Regulations 2000
- Education Act 2003
- Education Act 2011
- Equality Act 2010

The following documentation is also related to this policy:

- Designing and Timetabling the Primary Curriculum - a practical guide for Key Stage 1 and 2 (Qualifications and Curriculum Authority 2002)
- Equality Act 2010: Advice for Schools (DfE)

We strive to provide a broad and balanced curriculum that promotes pupils spiritual, moral, cultural, mental and physical development while preparing them for the opportunities, responsibilities and experiences in adult life in democratic Britain.

We believe we have in place a curriculum that all pupils find enjoyable with them understanding the relevance of their lessons which can only be achieved by using the experience, enthusiasm and specialism of individual teachers who provide interesting, relevant, purposeful and differentiated lessons based on real-life experiences, wherever possible, in a structured well ordered classroom environment.

We believe planning (long, medium and short term) is the key to effective assessment and the quality of learning. Assessment must inform planning.

We have in place a system when teachers collaborate on the planning of all areas of the curriculum to ensure parity in provision and to share expertise. Curriculum planning is managed in three phases namely:

- **Long Term Planning** details what is to be taught over the year and provides teaching guidelines and overall objectives for each year group for the whole year.
- **Medium Term Planning** organises the subject into termly or half-termly sections; is more detailed and the objectives are more specific in nature; is developed by the teachers, who respond to the needs of their pupils and ensures a balanced distribution of work is undertaken across each term

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- **Short Term Planning** details the subject curriculum over the week; plans lessons in detail with specific class objectives and sets individual learning goals for each pupil.

Within teachers planning we are looking for clear learning objectives and outcomes; key learning skills; differentiation; key questions; opportunities for peer and self assessment; curricular targets; references to previous learning; objectives and success criteria; lesson evaluation and plans for subsequent lessons

We believe planning should be fit for purpose by taking into account the particular needs of the class or group. Plans should not be very long or complex. as this does not necessarily lead to better teaching or learning.

We do not expect teachers to spend excessive amounts of time on planning but planning should be set out in a concise format that concentrates on aspects that will have a direct impact upon the quality of teaching and learning.

We believe teachers planning should be annotated working documents that can be understood by other covering teachers and when plans are monitored by either the Headteacher, curriculum leader or subject leaders.

We aim to be judged outstanding in all school inspections by ensuring that standards for all pupils are higher than schools of a similar size and that standards continue to improve faster than the national trend. We believe we will achieve this by having in place good curriculum planning.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

### **Aims**

- To have in place long, medium and short term curriculum planning that is concise and fit for purpose.
- To provide a broad, balanced and differentiated curriculum that all pupils will find enjoyable with them understanding the relevance of their lessons.
- To share good practice within the school.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

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The Governing Body has:

- appointed a member of staff to lead the development of the curriculum;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to:
  - ☐ visit the school regularly;
  - ☐ work closely with the Headteacher and the coordinator;
  - ☐ ensure this policy and other linked policies are up to date;
  - ☐ ensure that everyone connected with the school is aware of this policy;
  - ☐ attend training related to this policy;
  - ☐ report to the Governing Body every term;
  - ☐ annually report to the Governing Body on the success and development of this policy.
- responsibility for celebrating the effort, success achievements of pupils and school personnel;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### **Role of the Headteacher**

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure compliance with the legal requirements of the National Curriculum and religious education;
- provide a curriculum that provides pupils with the essential knowledge they need to be educated citizens in democratic Britain;
- provide an environment that is fun, stimulating and challenging to all pupils;
- promote an awareness of and respect for a diversity of cultures, values, beliefs and abilities;
- equip children with a range of skills and a desire for lifelong learning;
- consider disapplying a pupil from all or part of the National Curriculum for a period of time if this will benefit the child;
- encourage parents to take an active role in curriculum development;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;

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- monitor the effectiveness of this policy by;
  - ☐ observing teaching and learning
  - ☐ planning scrutinies and work trawls
  - ☐ discussions with pupils and members of the school council
- annually report to the Governing Body on the success and development of this policy.

### **Role of the Curriculum Leader**

The Curriculum Leader will:

- provide strategic leadership and direction;
- provide a curriculum that provides pupils with the essential knowledge they need to be educated citizens in democratic Britain;
- coordinate a number of working parties in order to explore ways of improving the curriculum and the way in which we deliver it with a view of ensuring the highest standards of delivery and consistency in pupil's learning and teaching experiences and opportunities throughout the school;
- provide an environment that is fun, stimulating and challenging to all pupils;
- promote an awareness of and respect for a diversity of cultures, values, beliefs and abilities;
- equip children with a range of skills and a desire for lifelong learning;
- ensure appropriate coverage of the curriculum;
- periodically monitor teachers planning;
- provide support and advice;
- monitor pupil progress;
- ensure sufficient and up to date resources are in place.

### **Role of the Subject Leader**

There will be a subject leader for each curriculum subject who will:

- lead the development of their subject area throughout the school;
- review progress of their curriculum subject and reports this to the Headteacher and other members of staff;
- have in place a subject action plan;
- monitor medium and short term planning;
- ensure full coverage of the National Curriculum;
- monitor teaching and learning;
- periodically monitor teachers planning;
- undertake an annual audit of resources;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;

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- annually report to the Governing Body on the success and development of this policy.

### **Role of Teachers**

Teachers will:

- comply with all aspects of this policy;
- undertake careful planning of all areas of the curriculum but will be encouraged to take time to react and to develop those unexpected moments which will further develop children's experiences;
- collaborate on the planning of all areas of the curriculum to ensure parity in provision and to share expertise. Curriculum planning is managed in three phases namely:

#### **□ Long Term Planning**

- details what is to be taught over the year
- provides teaching guidelines and overall objectives for each year group for the whole year

#### **□ Medium Term Planning**

- organises the subject into termly or half-termly sections
- is more detailed and the objectives are more specific in nature
- is developed by the teachers, who respond to the needs of their pupils
- ensures a balanced distribution of work is undertaken across each term

#### **□ Short Term Planning**

- details the subject curriculum over the week
- plans lessons in detail with specific class objectives
- sets individual learning goals for each pupil

- develop mathematical fluency, numeracy and mathematical understanding in all subjects;
- develop pupils' spoken language (oracy skills), reading, writing and vocabulary in all subjects;
- develop pupils' knowledge of religious education and foster respect for other faiths
- be encouraged to develop the curriculum by using the wide range of cultures that we have within the school;
- maximize learning opportunities by encouraging and developing parental involvement;
- plan differentiated lessons which are interactive, engaging, of a good pace and have a three part structure;
- use a range of teaching and learning styles to address the needs of all children;
- have high expectations for all children and will provide work that will extend them;
- assess, record and report on the development, progress and attainment of pupils;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

## Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- learn to take pride in their work;
- produce work of a high standard;
- be encouraged to bring in their own items and information in order to enhance and to take ownership of a topic;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- participate fully in all lessons;
- participate in discussions concerning progress and attainment;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- talk to others without shouting and will use language which is neither abusive nor offensive;
- hand in homework properly completed and on time;
- wear correct uniform
- liaise with the school council;
- take part in questionnaires and surveys

## Role of Parents (Parental involvement)

Parents/carers will:

- be aware of and comply with this policy;
- be encouraged to become involved in curriculum development by helping in school, taking part in curriculum focus weeks and by maximizing learning opportunities between home and school;
- be informed via termly newsletters of their child's topics;
- be made aware that they have the right to withdraw their child from all part of the religious education curriculum;
- be encouraged to take an active role in the life of the school by attending:
  - ☐ parents and open evenings
  - ☐ parent-teacher consultations
  - ☐ class assemblies
  - ☐ school concerts
  - ☐ fundraising and social events
- be encouraged to work in school as volunteers;
- be encouraged to organise after school clubs or groups;
- be asked to take part periodic surveys conducted by the school on curriculum development;
- ensure regular and punctual attendance;
- notify school on the first day of pupil absence;
- have holidays in term time and authorised by school;

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- encourage effort and achievement;
- encourage completion of homework and return it to school;
- provide the right conditions for homework to take place;
- hand in homework on time;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school;
- ensure correct school uniform is worn.

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

### **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - ☐ All aspects of this policy
  - ☐ Curriculum
  - ☐ Teaching and Learning
  - ☐ Differentiation
  - ☐ Assessment
  - ☐ Equal opportunities
  - ☐ Inclusion
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

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This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

#### **Monitoring the Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

#### **Linked Policies**

- Assessment
- Curriculum
- Differentiation
- Teaching and Learning

|                                 |              |              |              |
|---------------------------------|--------------|--------------|--------------|
| <b>Headteacher:</b>             | Sean Flood   | <b>Date:</b> | October 2018 |
| <b>Chair of Governing Body:</b> | Derek Vitali | <b>Date:</b> | October 2018 |